

|                      |            |       |    |
|----------------------|------------|-------|----|
| <b>WORK SCHEDULE</b> | PAY PERIOD | DATES |    |
|                      |            | FROM  | TO |

KEY:

|                              |                             |                        |
|------------------------------|-----------------------------|------------------------|
| W - Working Regular Schedule | L - Leave                   | T - Training/Travel    |
| O - Off Day                  | C - Credit Hours to be used | F - Flexible Workplace |

**FIRST WEEK**

| Name and Telephone Number | Monday | Tuesday | Wednesday | Thursday | Friday |
|---------------------------|--------|---------|-----------|----------|--------|
|                           |        |         |           |          |        |
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**SECOND WEEK**

| Monday | Tuesday | Wednesday | Thursday | Friday |
|--------|---------|-----------|----------|--------|
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